



## On-Site Catering Info for Wedding Clients

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**Booking/Deposits/Final Invoice** - City Moose with a \$500 **deposit** secures your date. We turn away other business for that date and focus only on you. You are not booking for the menu, services, or the exact price in your quote. We allow you to adjust/change your menu up to 3 months before your event. Don't worry about finalizing your **menu** upon securing your date. We have time to work out the details. This allows you to meet with Chef Jason, talk with your family, etc. and not have to feel pressure to know all your menu details right now. \*Do not pay in full until we have adjusted your invoice for your final guest count. All deposits are non-refundable. We don't want you to over-pay in advance.

There are many variables that can change the balance of your final invoice; final guest count, labor/service needs, menu changes, service changes, the market price of food from today to the date of your event, etc. Your quote is simply that, a quote and it is not the final amount you will be invoiced. We make these changes very clear to you when they happen. Along the same lines – in the event of a last-minute supply chain issue – we would not leave you hanging and show up empty handed. We are there for you and would make something else similar, if not better happen for your event so that no one would know it was not the original plan.

**Staff**– Both Stacy + Chef Jason are the folks you work with to create your meal and service package. You will work closely with Stacy to finalize all the details of your catering agreement and assure our well-trained staff will have all the tools and supplies needed to execute your event. Chef will cook the food for your tasting and Chef will cook the food for your wedding.

**Vendor meals** – buffet style they eat free, don't include them in your guest count. Plated meals, vendors eat for ½ the guest price. Don't forget to ask if they have any dietary restrictions (see next line).

**Dietary restrictions/allergies** – we ask for these counts 2 weeks before your event with your final guest count. Rather than paying for a whole dish to feed the buffet, we recommend a cost-effective alternative where we accommodate just the handful of folks on an individual basis who may need special accommodations. There is no additional charge as you have already paid for a guest meal for them, and we want to make sure they have a substantial meal at your wedding and not just salad! It will be seasonal and Chef's Choice (what's fresh).

**Service fee** – This is a percentage of the pre-tax subtotal. It includes all the behind-the-scenes costs; administrative planning, insurance, travel, maintenance, repair, other costs of running a catering business to execute your event flawlessly. At City Moose, we also include some extras. The use of décor/display ware that we may bring. Our traveling catering kitchen – trailer rigged with commercial convection oven run on propane w/backup generator. No additional fee for cake cutting (lump it into this category) – just let us know you'd like us to cut your cake and Chef will bring his fancy knife.

**On-site cooking** – For almost every event (weather permitting) we bring our own commercial oven with us and a catering trailer. We bring all the tools we need to do our job. The exception would be if you have a plated meal/family style we may need you to supply extra tables/tents for plating if your venue is not a banquet style facility. We prep the food at our commercial kitchen, chill the food and safely transport it cold to your venue. We arrive ~2 hours before the ceremony and set up the kitchen and stage the service area. We cook + finish your food on site so it come out hot, safe, fresh and delicious – with flexibility for timeline changes.

**Dinnerware** – we provide amazing Premium Disposable Dinnerware which costs less than real China because we need less staff to execute the handling of this (thus your labor fee is reduced. We can share photos via email and let to experience examples at your tasting/meeting with us. If you choose real China, we are happy to consult on quantities and recommend 2 rental companies: Special Events of New England or PEAK Events.